

# **Nomination Guidelines National Small Business Conference & Trade Show 2003**

“Wealth is created by Americans — by creativity and enterprise and risk-taking. But government can create an environment where businesses and entrepreneurs and families can dream and flourish.”

George W. Bush  
President of the United States

Dear Friends:

It is my pleasure to announce the Nominating Guidelines for awards to be presented at the U.S. Small Business Administration’s 2003 National Small Business Conference & Trade Show.

The NSBC will debut a new format for celebrating small business. It combines National Small Business Week and the Annual SBA and Industry Procurement Conference and will recognize the outstanding achievements of leaders across the small business community. At the same time, the Conference will provide small businesses an excellent forum to learn about pressing issues and create new business opportunities.

As President Bush likes to say, the role of government is to create an environment that heralds entrepreneurship and permits it to flourish. This Nomination Guide and the awards that are described herein are intended to recognize America’s best. I hope you will review these guidelines and consider submitting a nomination.

I look forward to celebrating our 50th anniversary and the engine of our economy: America’s small business.

Sincerely,

Hector V. Barreto  
Administrator

## Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week.

Leading up to that week, the U.S. Small Business Administration, in partnership with public- and private-sector small business supporters, will cosponsor special events to honor and present awards to the nation's entrepreneurs and small business advocates at the SBA-district, state and national levels.

The award winners from those local and state events in the following categories will be invited to Washington, D.C. for a National Small Business Conference and Trade Show in their honor:

- Small Business Person of the Year  
(from each of the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam);
- Phoenix Awards (for disaster recovery);
- Small Business Advocates;
- Small Business Prime Contractor of the Year; Small Business Subcontractor of the Year; Francis Perkins Vanguard Awards; Dwight D. Eisenhower Awards; and Gold Star Awards (all for federal government contracting).

The National Small Business Person, Small Business Prime Contractor, and Small Business Subcontractor of the Year will be announced and honored at the conference. They will be joined at the conference trade show by government officials, corporate leaders and small businesses from around the country.

Small Business Person Awards\*

- State Small Business Person of the Year

Phoenix Awards\*\*

- Disaster Recovery
- Outstanding Contributions to Disaster Recovery:
  - by a private-citizen volunteer
  - by a public official

#### Small Business Advocate Awards

- Entrepreneurial Success
- Financial Services Advocate of the Year
- Home-based Business Advocate of the Year
- Minority Small Business Advocate of the Year
- Research Advocate of the Year
- SBA Young Entrepreneur of the Year
- Small Business Exporter of the Year
- Small Business Journalist of the Year
- Veteran Small Business Advocate of the Year
- Women in Business Advocate of the Year

#### Federal Procurement Awards

- Dwight D. Eisenhower
- Francis Perkins Vanguard
- Gold Star
- Small Business Prime Contractor
- Small Business Subcontractor

\* The National Small Business Person of the Year is selected from the state winners.

\*\* Presented only at the national level.

To Nominate for Small Business Person and Small Business Advocate Awards

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person awards and Small Business Advocate awards.

Nominations must be submitted to the nearest U.S. Small Business Administration district office in your state or territory (see list beginning on page 18). **Nominations for Small Business Person Awards, Phoenix Awards, Small Business Advocate Awards, and Prime Contractor and Subcontractor Awards must be postmarked or hand delivered no later than December 13, 2002. Nominations for the Francis Perkins Vanguard Award and the Dwight D. Eisenhower Award must be postmarked or hand delivered no later than January 17, 2003.**

You may submit each nominee for one award category only. Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers;
  - the award for which the nomination is being made;
  - the nominator's name, title, place of business, business address and telephone number; and
  - a one-paragraph description of the nominee's business for Small Business Person of the Year, Small Business Exporter of the Year, Entrepreneurial Success Award and SBA Young Entrepreneur of the Year nominations, or the profession/occupation for all Advocate of the Year nominations.
2. A completed SBA Form 898 (Biographical Data) available from the SBA district office nearest you. For team" nominations for Small Business Person of the Year, a Form 898 is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.
4. A nomination letter, not exceeding two pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. A concise statement of the qualities and performance that merit the award, not exceeding two pages.
8. A financial statement of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper (required only for Small Business Person of the Year, Exporter of the Year, Entrepreneurial Success Award, Home-based Business of the Year and the SBA Young Entrepreneur of the Year).

9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137).

### Selection Procedures

Small Business Persons of the Year and Advocates of the Year will be selected at the state and national levels. In those states served by more than one SBA district office, awards will also be presented at the district level. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Advisory Council for review. The National Small Business Person of the Year will be selected by the SBA's Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week.

### Key Deadlines

Dec. 6, 2002 National Small Business

Week 2003 nominations must be received by SBA district offices.

Jan. 10, 2003 SBA district winners are selected from multidistrict states; state winners are selected from single-district states.

Feb. 10, 2003 A panel of judges selects state winners in multidistrict states. SBA Office of Advocacy judges select the National Advocates.

Mar. 14, 2003 State Small Business Persons of the Year and National Advocates of the Year are announced. Eligibility and Evaluation Criteria

All nominees for National Small Business Week awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws (see page 1 for nomination requirements). The U.S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

### Small Business Person Awards

#### Small Business Person of the Year

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business

may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four.

Evaluation Criteria:

1. Staying power — a substantiated history as an established business.
  - Number of years in business.
  - Sustained expansion, addition of territories, growth in square footage occupied.
  - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
  - Sustained over a minimum of five years.
  - Increase over the five years must be in excesses of growth in national GNP.
3. Increase in sales and/or unit volume — an indication of continued growth over the last five years.
  - Consistent growth in net income as evidenced by fiscal year on annual profit and loss statements over a minimum of three years.
4. Current and past financial reports — a substantiation of improved financial position of the business.
  - Profit-and-loss statements for last three years, reflecting sustained upward growth.
  - Balance sheets for the last three years, showing consistent increase in net worth and/or partners’ return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
  - Specific description of uniqueness of product or service.
  - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them.
  - Specific description of financial, physical, legal or other crisis.
  - Substantiation of the threat to the continuity of the business.
  - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to aid community-oriented projects — evidence of the use of his/her personal time and resources.
  - Specific listing of contributions of money, time, or resources to charitable causes.
  - Membership in councils, boards and clubs providing support and services to the community.

Phoenix Awards

Phoenix awards are given to those individuals whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster. The SBA disaster area offices will nominate and clear Phoenix Award nominees.

#### Phoenix Award for Small Business Disaster Recovery

Any individual who owns and operates a small business that suffered physical damage following a disaster and received an SBA physical disaster loan may be nominated. A panel of representatives from the SBA's Office of Disaster Assistance, the Federal Emergency Management Agency and the American Red Cross will select the national award winner.

##### Evaluation Criteria:

- Recent disaster — The business suffered a physical disaster loss and received an SBA disaster loan during fiscal 2001 and/or fiscal 2002.
- Extent of damage — The business suffered at least 40 percent damage.
- Resiliency — The business successfully resumed its operations within the same area.
- Staying power — The business maintained at least 90 percent of its pre-disaster employment level.
- Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.)
- Speed of recovery.
- Initiative and innovation displayed during recovery.
- Efforts made by the business to protect the property from future disaster losses.

#### Phoenix Award for Outstanding Contributions to Disaster Recovery

Phoenix awards will also be presented to a private-citizen volunteer and a state or local government official who have each made an outstanding contribution to a community's recovery following a natural disaster. A panel of representatives from federal disaster-relief agencies, including FEMA and the American Red Cross, will select the three national award winners.

##### Evaluation Criteria for Insurance Carriers:

- Percentage and/or amount of capital infusion into a disaster-affected area.
- Cooperation with federal, state and local disaster/emergency agencies and personnel.
- Staying power of the insurance company — the insurance carrier maintains sufficient assets to cover disaster-related claims while continuing normal business operations.
- Speed of recovery personnel's on-site arrival and speed of claims processed; customer satisfaction with the carrier.

#### Small Business Advocate Awards

## Entrepreneurial Success

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

### Evaluation Criteria:

- SBA assistance — Documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
- Growth in number of employees — A benchmark to judge the impact of the business on the job market.

(Note: Since the size of the work force varies from industry to industry, nominees must have met the SBA size standards for small businesses in their industries at the time of the SBA assistance and now exceed those standards.)

- Increase in sales and/or unit volume — Documentation comparing annual sales at the time of the SBA's assistance to current annual sales.
- Current and past financial reports — To substantiate the financial strength of the business, profit-and-loss statements for the past three years must be provided.
- Innovativeness of product or service offered — An illustration of the creativity and imagination of the business demonstrating its ability to remain competitive.
- Evidence of contributions to community-oriented projects — While community involvement is important for any business, regardless of size, the added resources of a larger business demand an even greater role in advancing the interests of the community.

## Financial Services Advocate of the Year

Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services, may be nominated.

### Evaluation Criteria:

- Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions through the financial services or accounting industries to advance small business interests.

## Home-based Business Advocate of the Year

Individuals who have experienced the rewards and difficulties of home-based businesses and have volunteered to improve the climate for these businesses may be nominated.

Evaluation Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based businesses as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Minority Small Business Advocate of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Research Advocate of the Year

Individuals who have contributed to the promotion of small business through research may be nominated.

Evaluation Criteria:

- Research products, including publications, articles, or presentations on the value of small business.
- Development or implementation of curricula to study small business or entrepreneurship.
- Promotion of small business issues through research presented at national or international conferences.

Small Business Exporter of the Year

Any individual who owns and operates a small business engaged in exporting may be nominated.

Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

#### SBA Young Entrepreneur of the Year

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2003, may be nominated.

##### Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

#### Small Business Journalist of the Year

Journalists representing television, radio, electronic or print media may be nominated. Sample articles or tapes are encouraged.

##### Evaluation Criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

#### Veteran Small Business Advocate of the Year

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women in Business Advocate of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Volunteer efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

To Nominate for Federal Procurement Awards

Small Business Prime Contractor and  
Small Business Subcontractor of the Year

These awards honor small businesses that have provided the government and industry with outstanding goods and services either as prime contractors or as subcontractors. A federal agency may nominate a small business for Small Business Prime Contractor of the Year. A large prime contractor may nominate a small business for Small Business Subcontractor of the Year. Nominations must be submitted to the nearest Government Procurement Area Office office. (See list on page 21)

Evaluation Criteria:

The company must excel in the following areas:

- overall management
- cost performance
- financial strength
- labor relations
- customer interface
- technical capabilities
- resource utilization
- delivery performance
- special achievements
- exceptional results

Firms which have received the award within the past five years are not eligible.

SBA Form 1375 and SBA Form 883 should be used for each nomination submitted. The form can be accessed on the Internet at <http://www.sba.gov/sbaforms/sba1375.pdf>.

#### Dwight D. Eisenhower Award for Excellence

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One winner is selected in each of the following five categories: manufacturing; service; research and development; construction; and utilities.

#### Evaluation Criteria:

- Form SF 295 Summary Subcontract Report(s) for the year ending September 30, 2002 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled VOSB, HUBZone small business, small disadvantaged business and women-owned small business as required by statute and regulations.
- The nomination must include a five-year trend analysis table, an SF 295 for each federal agency that the nominee had contracts with in FY 2002, and a detailed narrative summarizing the company's subcontracting program.

The company's narrative should address the following criteria:

- Demonstrated management support of the small business program.
- Effectiveness of the small business liaison officer.
- Outreach efforts during the past 12 months (i.e. seminars, conferences, trade shows and any other related procurement functions).
- Assistance to small businesses during the past two years and related success stories. Include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business (if applicable), small disadvantaged business, and women-owned small business.
- Participation in a mentor-protégé program.
- Recipient of other awards for small business activities (i.e. federal, state, trade shows, etc.) during the past three years.
- Recipient of SBA Award of Distinction during the past three years.
- Use of SBA's Pro-Net and SUB-Net.

- Participation in SBA Subcontractor of the Year Award Program in 2001 and 2002. (If the company has not yet submitted a nomination, it must indicate if it intends to do so).
- List of all federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2002.

#### Gold Star Award

This award recognizes the exemplary performance of federal personnel within the Office of Small and Disadvantaged Business Utilization who carry out the aggressive goals and strategic initiatives that help ensure a role for small business in the federal marketplace.

In addition, any federal department or agency that has a winner of a Gold Star Award will receive an Agency Goaling Award of Excellence.

#### Evaluation Criteria:

- The federal department or agency will have had progressive goals in the prime contract goaling category of "small business" for a minimum of three years and at least three years of progressive goals in another prime or subcontract goaling category.

#### Frances Perkins Vanguard Award

This award honors government and industry for their excellence in the use of women-owned small businesses as prime contractors and subcontractors.

Awards include the following:

Exemplary utilization of women-owned small businesses by:

- a federal buying activity
- a federal procurement official
- industry
- industry procurement official

These are self-nominations and must include a narrative summarizing their endeavors to utilize women-owned small businesses in their subcontracting programs. For industries, the nomination must also include a 3-year trend analysis table and a Standard Form 295 for FY 2002. Industry nominees must also have achieved the 5 percent statutory WOSB subcontracting goal for the last two fiscal years and must do business with a federal agency that negotiates goals with SBA. Extra evaluation credit will go to nominees that demonstrate improvement in the percentage of prime contract awards or subcontract awards to women-owned small businesses from the previous year's achievements.

#### Evaluation Criteria:

- Leadership – includes, but is not limited to, such factors as: written policy supporting women-owned small businesses; reference to women-owned small businesses in standard operating procedures; designation of a senior executive responsible for

implementing women-owned small business initiatives and formal recognition of procurement personnel who utilize women-owned small businesses.

- Advocacy – includes, but is not limited to, such factors as: outreach efforts including newsletters; business assistance and training seminars for women business owners; facilitating trade show/marketplace presentations.
- Innovation – includes, but is not limited to, such factors as: using new technologies; new methodologies; new processes and challenging the conventional procedures, resulting in an increase in women-owned small business' participation.
- Implementation – includes, but is not limited to, such factors as: development and administration of an agency plan to ensure maximum practicable opportunities for women-owned small businesses as prime contractors and subcontractors; requiring prime contractors to establish aggressive subcontracting plans.

#### For More Information

- SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Home page: [www.sba.gov](http://www.sba.gov)
- Phone: 1-800-U ASK SBA
- TDD: 704-344-6640
- Fax: 202-481-6190
- E-mail: [answerdesk@sba.gov](mailto:answerdesk@sba.gov)

#### Region I

10 Causeway St.  
Suite 812  
Boston, MA 02222  
Tel: 617-565-8415

#### Region II

26 Federal Plaza  
Room 3108  
New York, NY 10278  
Tel: 212-264-1450

#### Region III

Robert N.C. Nix Federal Bldg.  
900 Market St.  
5th floor

Philadelphia, PA 19107  
Tel: 215-580-2807

#### Region IV

233 Peachtree St., N.E.  
Suite 1800  
Atlanta, GA 30303  
Tel: 404-331-4999

Region V  
500 West Madison St.  
Suite 1250  
Chicago, IL 60661  
Tel: 312-353-4493

Region VI  
4300 Amon Carter Blvd.  
Suite 108  
Fort Worth, TX 76155  
Tel: 817-684-5581

Region VII  
323 West 8th St.  
Suite 307  
Kansas City, MO 64105  
Tel: 816-374-6380

Region VIII  
721 19th St.  
Suite 101  
Denver, CO 80202  
Tel: 303-844-0503

Region IX  
455 Market St.  
S-2200  
San Francisco, CA 94105  
Tel: 415-744-2118

Region X  
Park Place Building  
1200 6th Ave., Suite 1805  
Seattle, WA 98101  
Tel: 206-553-5676

Alabama  
801 Tom Martin Dr.  
Suite 201  
Birmingham, AL 35211  
Tel: 205-290-7101

Alaska  
510 L Street  
Suite 310  
Anchorage, AK 99501  
Tel: 907-271-4022

Arizona  
2828 North Central Ave.  
Suite 800  
Phoenix, AZ 85004  
Tel: 602-745-7200

Arkansas  
2120 Riverfront Dr.  
Suite 100  
Little Rock, AR 72202  
Tel: 501-324-5871

California  
2719 N. Air Fresno Dr.  
Suite 200  
Fresno, CA 93727  
Tel: 559-487-5791

330 North Brand Blvd.  
Suite 1200  
Glendale, CA 91203  
Tel: 818-552-3201

650 Capital Mall  
Suite 7-500  
Sacramento, CA 95814  
Tel: 916-930-3700

550 West C St.  
Suite 550  
San Diego, CA 92101  
Tel: 619-557-7250

455 Market St.  
S-2200  
San Francisco, CA 94105  
Tel: 415-744-2118

200 West Santa Ana Blvd.  
Suite 700  
Santa Ana, CA 92701  
Tel: 714-550-7420

Colorado  
721 19th St.  
Suite 426  
Denver, CO 80202  
Tel: 303-844-6500

Connecticut  
330 Main St.  
2nd Floor  
Hartford, CT 06106  
Tel: 860-240-4700

Delaware  
1318 North Market St.  
Wilmington, DE 19801  
Tel: 302-573-6382

District of Columbia  
1110 Vermont Ave., N.W.

Suite 900  
Washington, DC 20005  
Tel: 202-606-4000  
Florida  
100 South Biscayne Blvd.  
7th Floor  
Miami, FL 33131  
Tel: 305-536-5533  
7825 Baymeadows Way  
Suite 100-B  
Jacksonville, FL 32256  
Tel: 904-443-1970  
Georgia  
233 Peachtree Road, N.E.  
Suite 1800  
Atlanta, GA 30303  
Tel: 404-331-0100  
Guam  
400 Route  
Suite 302  
Hagatna, GU 96910  
Tel: 671-472-7419

Hawaii  
300 Ala Moana Blvd.  
Room 2-235  
Honolulu, HI 96850  
Tel: 808-541-2990  
Idaho  
1020 Main St.  
Suite 290  
Boise, ID 83702  
Tel: 208-334-1696  
Illinois  
500 West Madison St.  
Room 1250  
Chicago, IL 60661  
Tel: 312-353-5031  
Indiana  
429 N. Pennsylvania St.  
Suite 100  
Indianapolis, IN 46204  
Tel: 317-226-7275  
Iowa  
215 4th Ave. Road, S.E.  
Suite 200

Cedar Rapids, IA 52401

Tel: 319-362-6405

210 Walnut St.

Room 749

Des Moines, IA 50309

Tel: 515-284-4026

Kansas

271 West Third St. North

Suite 2500

Wichita, KS 67202

Tel: 316-269-6566

Kentucky

600 Dr. M.L. King Jr. Place

Downtown Station

Room 188

Louisville, KY 40202

Tel: 502-582-5978

Louisiana

365 Canal St.

Suite 2820

New Orleans, LA 70130

Tel: 504-589-6685

Maine

40 Western Ave.

Room 512

Augusta, ME 04330

Tel: 207-622-8378

Maryland

10 South Howard St.

Suite 6220

Baltimore, MD 21201

Tel: 410-962-4392

Massachusetts

10 Causeway St.

Suite 265

Boston, MA 02222

Tel: 617-565-5561

Michigan

477 Michigan Ave.

Suite 515

Detroit, MI 48226

Tel: 313-226-6075

Minnesota

100 North 6th St.

Suite 210-C

Minneapolis, MN 55403

Tel: 612-370-2306  
Mississippi  
AmSouth Plaza  
210 East Capitol St.  
Suite 210E  
Jackson, MS 39201  
Tel: 601-965-4378  
Missouri  
323 West 8th St.  
Suite 307  
Kansas City, MO 64105  
Tel: 816-374-6380  
815 Olive St.  
Room 242  
St. Louis, MO 63101  
Tel: 314-539-6600  
Montana  
10 West 15th St.  
Suite 1100  
Helena, MT 59626  
Tel: 406-441-1081  
Nebraska  
11145 Mill Valley Road  
Omaha, NE 68154  
Tel: 402-221-4691  
Nevada  
300 Las Vegas Blvd., South  
Suite 100  
Las Vegas, NV 89101  
Tel: 702-388-6611  
New Hampshire  
143 North Main St.  
Suite 202  
Concord, NH 03301  
Tel: 603-225-1400  
New Jersey  
2 Gateway Center  
15th Floor  
Newark, NJ 07102  
Tel: 973-645-3580  
New Mexico  
625 Silver Ave., S.W.  
Suite 320  
Albuquerque, NM 87102  
Tel: 505-346-7909  
New York

111 West Huron St.  
Room 1311  
Buffalo, NY 14202  
Tel: 716-551-4301  
26 Federal Plaza  
Room 3100  
New York, NY 10278  
Tel: 212-264-2454  
401 S. Salina St.  
5th floor  
Syracuse, NY 13202  
Tel: 315-471-9393  
North Carolina  
6302 Fairview Rd.  
Suite 300  
Charlotte, NC 28210  
Tel: 704-344-6563  
North Dakota  
657 2nd Ave., North  
Room 219  
Fargo, ND 58108  
Tel: 701-239-5131  
Ohio  
1111 Superior Ave.  
Suite 630  
Cleveland, OH 44114  
Tel: 216-522-4180  
2 Nationwide Plaza  
Suite 1400  
Columbus, OH 43215  
Tel: 614-469-6860  
Oklahoma  
210 Park Ave.  
Suite 1300  
Oklahoma City, OK 73102  
Tel: 405-231-5521  
Oregon  
1515 S.W. Fifth Ave.  
Suite 1050  
Portland, OR 97201  
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Did you know that in fiscal 2001 the SBA -

- backed more than \$16.5 billion in financing to America's small businesses?
- approved more than 50,000 small business loans totaling almost \$12.2 billion?
- invested \$4.5 billion in small businesses through its venture capital program?
- provided more than 48,000 loans totaling more than \$1 billion to disaster victims for residential, personal-property and business loans?
- gave management and technical assistance to an estimated 1.3 million entrepreneurs through its grant programs and resource partners?
- responded to almost a quarter million telephone and e-mail inquiries at the SBA Answer Desk?

Did you know that America's 22.4 million small businesses—

- employ more than 51 percent of the private work force?
- generate more than 51 percent of the nation's gross domestic product?
- are the principal source of new jobs?

All of the SBA's programs and services are provided to the public on a nondiscriminatory basis.

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